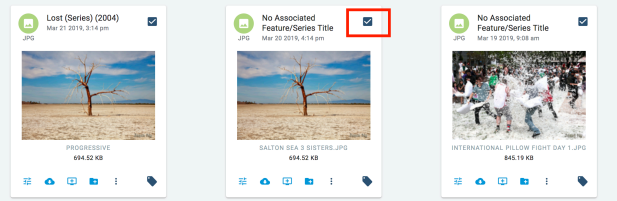
Quick Sheet:
Bulk Edit

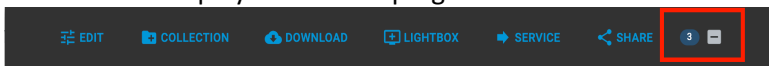
This Quick Sheet documents the process for editing metadata or security for multiple assets at once. Bulk Edit is available on the search results page, Lightbox, Collections and Checked Out tab.

Selecting Assets for Editing

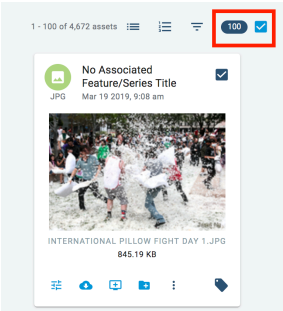
1. Specific assets in any of the sections mentioned above can be selected for editing using the checkboxes.



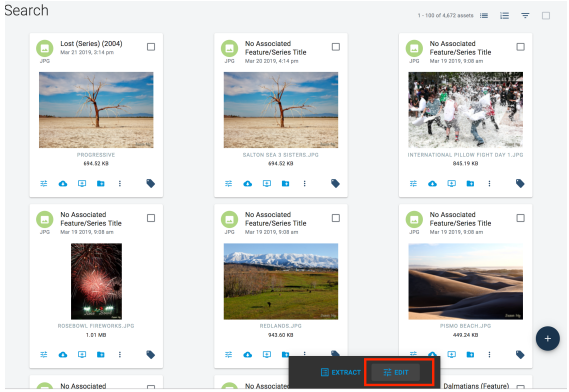
2. If specific assets have been selected for editing, the number of assets is displayed on the top right.



3. You can select all items on the current page by clicking on the checkbox on the top.

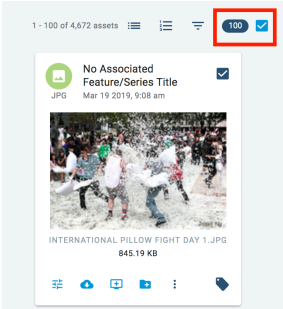


4. You can also edit all assets across all pages in the search results, lightbox, collections or checked out tab by simply clicking the EDIT button.



Editing Asset Metadata

1. After the EDIT button is clicked, the number of assets that will be edited is displayed on the top left of the page.



2. The EDIT page has two tabs, METADATA and SECURITY. The METADATA tab allows you to edit the metadata for the selected assets.

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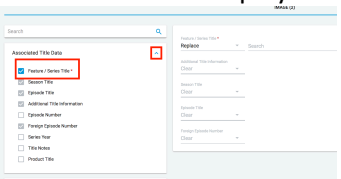
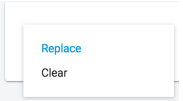
3. Under METADATA, the application displays a separate tab for each asset type, as well as counts of assets for each type.

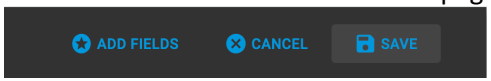
4. You can simply select the metadata fields you would like to edit from the list displayed on the left.



5. Please note that you must edit the metadata fields for each asset type separately, even if you want to edit the same field(s) for all the selected assets.
6. Depending on the type of the metadata field selected, you will have the option to either REPLACE, CLEAR, or ADD to the existing values in the field

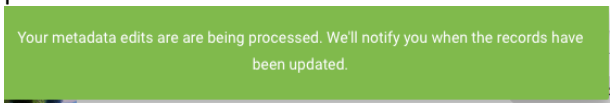


7. Once all metadata edits have been entered, click on the SAVE CHANGES icon on the bottom of the page.



8. Click on the CONFIRM button on the confirmation prompt that is displayed to submit the metadata changes. Please validate that the intended number of assets are being edited.

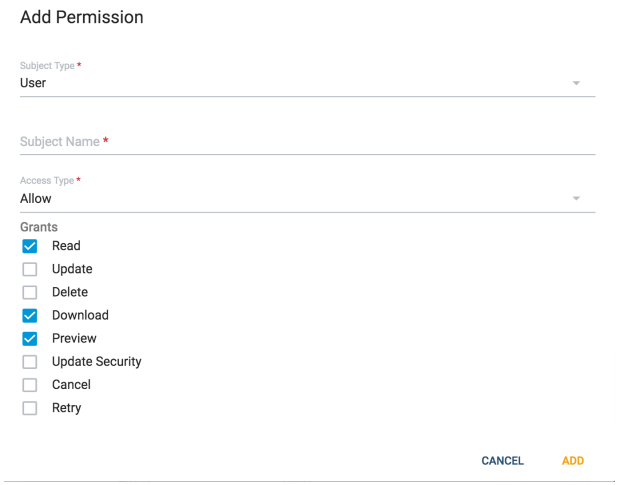
9. The system shall display a notification message and begins to process the edits.



Editing Asset Security

1. Under the SECURITY tab, you can see the current permissions. AT the bottom of the page, you can add a new permission:

2. Add Permission allows you to give access to a user or group to the selected assets. You can specify what permissions they would have on the assets.



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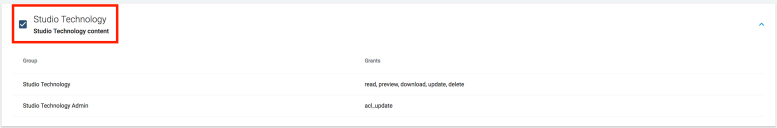
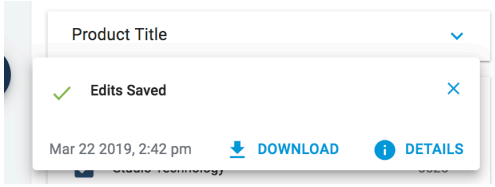
3. Unchecking Permission will remove any groups or users that already have access to the selected assets and replace them with the users/groups specified.



4. Please refer to Asset Security Quick Sheet when updating Localized Materials assets from Pre-Air to Post-Air, or Pre-Theatrical to Post-Theatrical.
5. You must click on SAVE CHANGES to submit the Security changes for processing.

View Bulk Edit Results

1. Once the edits have been processed, the application displays:



2. You can click on the DOWNLOAD button to download a 'manifest' report with the results of the bulk edit operation. This report shall have a list of all the selected assets and indicate if the edit was successful. If it was unsuccessful, the report shall indicate why the edit was not processed. A common example of an edit may not have been processed would be user not having edit permissions on one or more selected assets.
3. The same manifest report can also be accessed via the notification in the notification center.